UMBC'S SEXUAL MISCONDUCT TRACKING FORM

This form is intended to convey information needed to track the University's response to issues disclosed and/or reported under the Sexual Misconduct, Interpersonal Violence, and Other Related Misconduct Policy.

INSTRUCTIONS

If someone is in imminent or immediate danger, immediately call UMBC Police at 410.455.5555.

This form must be completed by all *Responsible Employees*[1] upon learning of any form of Prohibited Conduct under the Policy, involving a UMBC community member, regardless of when or where the incident occurred. Incidents of Prohibited Conduct that must be reported include: Sexual Assault, Relationship Violence, Domestic Violence, Stalking, Sexual Harassment (electronically or otherwise), Sexual Exploitation, and/or Sexual Intimidation. Only fill-in what is *known* and/or reported to you; ***incomplete forms are acceptable.***

There are multiple parts to this form:

- Contact Information- to be completed by the Individual submitting the form
- Disclosure Information – to be completed by the Individual submitting the form
- Checklist – to be completed by the Individual submitting the form
- Resource List - to be detached and given to the Individual who is reporting/disclosing the Prohibited Conduct

To submit the Sexual Misconduct Tracking Form: Pages 1-3 can be sent via email to the Title IX Coordinator, Bobbie L. Hoye at: bhoye@umbc.edu or delivered in a sealed envelope marked **"Private"** to the Administration Building Room 901, **within 24 hours,** of speaking to the Individual making the report/disclosure or being made aware of the information. For any questions, call 410.455.1606.

Incident ID: _____ (to be completed by Office of Human Relations)

CONTACT INFORMATION (Required, if completed by a Responsible Employee)

Who is submitting this report form? _____ Reporting Party _____ Responsible Employee (University Faculty/Staff Member) _____ Quasi-Confidential Resource _____ Confidential Resource _____ Other

Name: _____ Department: _____

Phone #: _____

Date of Discussion with Reporting Party and/or when information was made known to you: _____

DISCLOSURE INFORMATION

(All known information must be provided, unless the report is submitted anonymously by the Reporting Party or submitted by Confidential or Quasi-Confidential Resources)

Reporting Party's[2] Name: _____ Campus ID #: _____

Reporting Party's Phone #: _____

When Did The Reported/Disclosed Incident Occur? _____ Within the past 24 hours _____ Within the Same semester

_____ More than a semester ago _____ Prior to attending UMBC

Reporting Party's Campus Role: _____ Student _____ Faculty/Staff _____ No Campus Role _____ Other _____Unknown _____

[1] **Responsible Employee** is a University employee who is required to share all known details regarding an incident of Prohibited Conduct with the Title IX Coordinator.

[2] **Reporting Party** is anyone who has been subjected to conduct that may constitute Prohibited Conduct under the Policy, regardless of whether the Reporting Party makes a report to the University or seeks redress under the Policy. Reporting Parties can include, but are not limited to, a UMBC community member, group, organization, or team and individuals not affiliated with UMBC.

Incident Location: ____ UMBC Property (if yes, specify the campus building or general location _____)
____ Off-Campus ____ UMBC-sponsored event off-campus _____Online/Phone

Based on the details made known, the incident appears to be (check all that apply):

___ Sexual Assault I ___ Domestic Violence ____ Sexual Intimidation
___ Sexual Assault II ___ Sexual or Gender -Based Harassment ____ Stalking
___ Relationship Violence ___ Sexual Exploitation ____ Retaliation ____ Not Sure

Did an incident of Sexual Assault occur in the last 120 hours/approximately 5 Days? _____ Yes _____ No _____ Unknown

Has the Reporting Party contacted or involved the University or local Police? _____ Yes _____ No _____ Unknown

Responding Party's[3] Name: _____ Campus ID #:_____

Responding Party's Phone #: _____

Responding Party's Campus Role: _____ Student _____ Faculty/Staff _____ No Campus Role _____ Other _____Unknown

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DEFINITIONS

- **Protected Status** is an individual's gender, gender identity or expression, sex (including pregnancy), and/or sexual orientation.
- **Sexual Assault I** is any act of non-consensual sexual intercourse (vaginal, anal, or oral). **Sexual Assault II** is any act of non-consensual sexual contact (however slight) without consent.
- **Relationship Violence** is physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed towards a person who is or has been in a social relationship of a romantic or intimate nature.
- **Domestic Violence** is physical violence such as Sexual Assault I and/or II, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse directed towards: a.) a UMBC community member's current or former spouse or intimate partner; b.) a person with whom the UMBC community member shares a child in common; c.) a person who is cohabitating with or has cohabitated with the UMBC community member as a spouse or intimate partner; d.) a person similarly situated to a spouse of the UMBC community member; or e.) any other person who is protected from those acts under the domestic or family violence laws of Maryland.
- **Sexual and Gender Harassment** is defined as Quid Pro Quo Harassment or Hostile Environment Harassment:

  Quid Pro Quo Harassment is unwelcome conduct based on a Protected Status, where submission to, or rejection of, such unwelcome conduct is used, explicitly or implicitly, as the basis for any decision affecting an individual's education, employment, or participation in a University sponsored, recognized, or approved program, visit, or activity.

  Hostile Environment Harassment is any unwelcome sexual advance, unwelcome request for sexual favors, unwelcome verbal, physical, electronic or other conduct of a sexual nature, that such conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of education or employment; and creates an environment that a reasonable person in similar circumstances would find intimidating, hostile, humiliating, demeaning or sexually offensive.
- **Sexual Exploitation** is taking non-consensual sexual advantage of another, for any purpose. Non-consensual sexual advantage refers to any action or conduct taken without consent in furtherance to benefit from or to attain sexual opportunity. Non-consensual sexual advantage includes, but is not limited to, inducing intoxication or incapacitation of another for the purpose of engaging in sexual activity, photographing or video/audio recording of sexual activity without consent, and voyeurism.
- **Sexual Intimidation** is threatening to sexually assault another person, engaging in stalking (Cyberstalking or Sex & Gender Based), and/or engaging in indecent exposure.
- **Stalking** is a form of Sexual Intimidation, when there is a course of conduct that would cause a reasonable person to fear for their immediate health or safety or the safety of others, or suffer substantial emotional distress, which is directed at a specific person based upon that person's Protected Status.

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[3] **Responding Party** is anyone who has been alleged to have engaged in conduct that may constitute Prohibited Conduct under the Policy. Responding Parties can include, but are not limited to, a UMBC community member, group, organization, or team and individuals not affiliated with UMBC**.**

Tips/Checklist

• Listen: Allow the person who is reporting/disclosing information to guide the conversation
• Use supportive statements like, "I hear you," "That sounds like a difficult situation," and ask "How can I best support you right now?"
• If the person wishes to stop talking or to remain silent, do not force a discussion
• Be aware of what you say and refrain from making judgmental, blaming, or dismissive comments
• If you are a Responsible Employee, let the person know that you will respect their privacy, but that you are required to share the known/disclosed information with the University's Title IX Coordinator
• If after speaking with the person, you need support or to debrief, you can contact staff at the Women's Center at 410.455.2714 or the Title IX Coordinator at 410.455.1606

Initial next to the actions completed:

_____ Assess for safety and take reasonable steps to assist with immediate concerns.

- Suicidal thoughts reported/disclosed?: If the individual is having suicidal ideations, do not let them leave alone. Call the Counseling Center at 410.455.2472 or, after-hours, call UMBC Police at 410.455.5555 to be connected with the Counseling Center's on-call therapist.
- Any credible threats of violence or imminent harm reported/disclosed?: Contact UMBC Police immediately at 410.455.5555.
- Does the individual have a safe place to go?: Contact Residential Life at 410.455.2591, Title IX Coordinator at 410.455.1606, or UMBC Police at 410.455.5555 for assistance with temporary housing options.

_____ Identify health care options, both on- and off-campus:

- Ensure the individual is aware of the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services on-campus and off-campus. (**See Attached Resource Sheet**)
- Ensure the individual is aware of their option to seek medical treatment in order to preserve evidence. (**See Attached Resource Sheet**)
- If a Sexual Assault occurred in the last 120 hours/5 days, inform the individual that they can receive a SAFE (Sexual Assault Forensic Exam), which includes a medical evidentiary exam, emergency contraception, and preventative antibiotic therapy for STIs. **(See Attached Resource List for information on local hospitals that perform the exam)**

_____ Inform the individual that they can contact UMBC Police to file a report or receive assistance in filing a report with the local law enforcement for an off-campus incident.

_____ Inform the individual that they can file a complaint with the University's Title IX Office.

_____ Reports of suspected child abuse, neglect, sexual, or otherwise, must be reported to the University's Police at 410.455.5555. Reports should also be made to the University's Title IX Coordinator at 410.455.1606 and can be made to the local Department of Social Services at 410.853.3000.

_____ **Detach pages 4-6 and provide them to the individual and submit pages 1-3 to the Title IX Coordinator.**

UNSURE OF WHERE TO START? You may want more information or to talk to someone as you decide what you'd like to do moving forward. You can access counseling, information, and support by connecting with the resources listed below.

ON-CAMPUS RESOURCES

Confidential (Conversations with these Confidential Resources will remain confidential, *except,* when there is clear and imminent danger that someone's life is at risk, there is apparent or suspected abuse of a child or dependent adult, or there is a legal obligation to reveal such information under an enforceable court order):

UMBC COUNSELING CENTER: Counseling and mental health services provided by licensed professionals (on-call after hours), including referrals to off-campus services for students, 410.455.2472, http://counseling.umbc.edu/.

UNIVERSITIES at SHADY GROVE CENTER FOR COUNSELING & CONSULTATION: Provides comprehensive counseling, psychological, and consultative services to the students, faculty, and staff at the Universities at Shady Grove campus, 301.738.6273, https://shadygrove.umd.edu/student-services/center-for-counseling-and-consultation.

UMBC HEALTH SERVICES*:* Provides free medical exams, including STI/HIV and pregnancy testing for students by licensed professionals, 410.455.2542, https://www.umbc.edu/uhs/.

INOVA EMPLOYEE ASSISTANCE PROGRAM: Provides counseling, support, and assistance for employees, 1.800.346.0110. TDD# for the hearing impaired, 1.877.845.6465. Access online resources and services, inova.org/eap.

INTERFAITH CENTER (IFC): (*Only Pastoral Counselors at the IFC are Confidential*) Provides space for students, staff and faculty from all religious and spiritual backgrounds to meet, worship, discuss, and celebrate their individual and collective faiths and belief systems, 410.455.3657, https://campuslife.umbc.edu/diversity-and-inclusion/interfaith-center/.

Quasi-Confidential (Conversations with these Quasi-Confidential Resources can remain confidential *unless*, there is a continuing threat of harm, as determined in the sole discretion of the University, or there is a legal obligation to reveal such information (for example in cases of mandatory reporting related to abuse or neglect of minors or in response to a legally sufficient subpoena). Otherwise, Quasi-Confidential Resources will report incidents, but are not required to share any identifying information to the University's Title IX Coordinator):

WOMEN'S CENTER: Advances gender equity and an inclusive campus climate through co-curricular programming, support services, and advocacy for marginalized individuals and communities and cultivates a survivor-responsive campus as a means to address sexual violence. Offers several discussion-based programs: For survivors of sexual violence in collaboration with the student organization *We Believe You*; For women students who identify as LGBTQIA+ spectrum through the group *Between Women*; and For self-identified women of color students, faculty, and staff through the *Women of Color Coalition*; among others, 410.455.2714, https://womenscenter.umbc.edu/.

TITLE IX RESOURCES TEAM: Consists of a network of trained, and diverse campus volunteers, who work collaboratively to provide information about supports and resources and the University's process, to individuals (students, faculty, and staff) who have been subjected to Prohibited Conduct under the Policy and/or to individuals (students, faculty, and staff) who are reported to have engaged in Prohibited Conduct under the Policy. For an updated list and contact information for the Title IX Resources Team call 410.455.2870 or go to: https://humanrelations.umbc.edu/sexual-misconduct/gender-equitytitle-ix/

Non-Confidential (The University values the privacy of its students, faculty, and staff and will make every effort to respect and safeguard the information they share. Information related to a report will only be shared with others, on a limited need-to-know basis. However, pursuant to federal and state law, in some circumstances, certain UMBC community members have specific reporting obligations):

TITLE IX COORDINATOR/HUMAN RELATIONS OFFICE: A resource for concerns and reports related to UMBC's Sexual Misconduct, Interpersonal Violence, and Other Related Misconduct policy, including resolution processes/investigations, interim protective measures, and support & resources, 410.455.1606. Additional information can be found at humanrelations.umbc.edu/sexual-misconduct/policies-and-procedures.

UMBC POLICE: 24-hour police services and emergency response, acts as liaison with other agencies (e.g. courts system, medical facilities, criminal investigations), including protective order registration for on-campus enforcement and campus escorts, 5.5555 from any on campus phone or 410.455.5555 from a cell phone or an outside line, https://police.umbc.edu/.

UNIVERSITIES at SHADY GROVE PUBLIC SAFETY & SECURITY: 24-hour campus security and emergency response, acts as liaison with local police and UMBC Police, including protective order registration for on-campus enforcement and campus escorts, 6065 from any on-campus phone or 301.738.6065 from a cell phone or an outside line, https://shadygrove.umd.edu/campus-resources/public-safety.

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS: Addresses a wide-variety of student concerns, including student life, housing, health/mental health, and student care and misconduct, 410.455.2393, https://studentaffairs.umbc.edu/home/mission-statement/.

RESIDENTIAL LIFE: Provides facilities, services, and programs that support the academic mission of the institution and enhance the quality of life for students that live on campus, 410.455.2591, https://reslife.umbc.edu/.

THE MOSIAC CENTER FOR CULTURE & DIVERSITY: Dedicated to creating an environment that supports cross-cultural education and collaboration and initiatives that celebrate cultural diversity, equality, and social justice, 410.455.2686, https://campuslife.umbc.edu/diversity-and-inclusion/mosaic-center/.

OFFICE OF ACCESSIBILITY & STUDENT DISABILITY SERVICES: Provides reasonable accommodations for students, faculty, and staff with disabilities, "qualified" under the Americans with Disabilities Act (ADA and ADAA) and Section 504 of the Rehabilitation Act of 1973, who request and are eligible for services, 410.455.2459, https://sds.umbc.edu/about-us/.

INTERNATIONAL EDUCATION SERVICES: Provides activities, services and advising on visa related matters, for study abroad students, international students, international faculty, researchers and scholars at UMBC, 410.455.2624, https://ies.umbc.edu/.

OFFICE FOR ACADEMIC & PREPROFESSIONAL ADVISING: Provides assistance to students experiencing academic difficulty, 410.455.2729, https://advising.umbc.edu/.

HUMAN RESOURCES: Provides professional services and information to employees regarding benefits, compensation & classification, and employee relations, 410.455.2337, https://hr.umbc.edu/.

UMBC DIVERSITY & INCLUSION RESOURCES: https://diversity.umbc.edu/resources/campus-resources/

AMNESTY? The University encourages reporting and seeks to remove any barriers to reporting. An individual who makes a report of Prohibited Conduct to the University or law enforcement, or participates as a witness in good faith, will not be subject to disciplinary action for their own personal consumption of alcohol or drugs taken/used at or near the time of the incident of Prohibited Conduct, provided that any such violation was not an act that was reasonably likely to place the health or safety of any other person at risk.

MAKING A REPORT? **You may choose to report to the University police or local law enforcement, you may choose to report through our University process, you may report to both, or may choose to access neither of these options.** You can contact **UMBC Campus Police at 410.455.5555**. While we believe law enforcement can be a great resource, we understand that only you can determine if contacting the police is the right decision for you. Regardless of whether or not you report to the police, or in addition to a report to the police, there are campus options available to you. You can make a report to the University by contacting the **Title IX Coordinator at 410.455.1606 or at bhoye@umbc.edu.**

If you decide to file a report with the University, you have the right to*:

- A prompt, fair, thorough, and impartial process from the initial investigation to the final result
- Have others (support persons, non-attorney advisors, or attorneys) of your choice, present during any institutional meeting or proceeding
- Notification, in writing, of:
    - The result of any institutional proceeding from your report
    - The institution's procedures to appeal the results
    - Any change to the results
    - When the results become final

*These same rights are afforded to all individuals

REQUESTING ACCOMMODATIONS & INTERIM PROTECTIVE MEASURES? You can request reasonably available accommodations & interim protective measures regardless of where you choose to report. For inquiries and/or requests

regarding living, academic, parking, or working accommodations, and no contact orders, contact the **Title IX Coordinator at 410. 455.1606 or at bhoye@umbc.edu.**

IF YOU NEED MEDICAL ATTENTION? You can receive medical attention at any medical facility; however, certain facilities have specially-trained staff to help survivors of sexual assault. Free, confidential Sexual Assault Forensic Exam (SAFE), performed by a trained nurse, can be obtained at the local hospitals listed below. Completing a SAFE does not require you to file a police report or report to the institution, although we encourage these reports if you are comfortable doing so. If needed, free transportation can be arranged through contacting the **Title IX Coordinator at 410.455.1606** and for after-hours requests, with the **UMBC Police** (no charges need to be filed with the UMBC Police to access this service) **by calling 410.455.5555**.

GREATER BALTIMORE MEDICAL CENTER (GBMC)
6701 N. Charles Street
Baltimore, Maryland 21204
SAFE Program: 443.849.3323
Emergency Room: 443.849.2225
Website: http://www.gbmc.org/safe

MERCY HOSPITAL
345 Saint Paul Street
Baltimore, MD 21202
SAFE Program: 410.332.9494
Emergency Room: 410.332.9477
Website: https://mdmercy.com

HOWARD COUNTY GENERAL HOSPITAL
5755 Cedar Lane
Columbia, Maryland 21044
SAFE Program: 410.740.7890
Emergency Room: 410.740.7777

The SAFE should be performed within 120 hours/5 days of the sexual assault. If possible, please do not bathe, douche, smoke, use the toilet, or clean the location where the incident occurred. Save items you were wearing, sheets, or towels in a paper bag. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report under the Policy, if you choose to make a report. It is important to preserve evidence that may be useful in obtaining a protection order and/or in proceeding with the University's administrative process or a criminal investigation, should you choose to do so. ***Your immediate and long-term safety is what's most important*.**

AVAILABLE COMMUNITY AND ON-LINE RESOURCES? The following community resources provide all or many of the following services: resource referrals, supportive listening, counseling services, housing/shelter services, legal assistance, and advocacy. *** Additional and updated resources can be found at http://humanrelations.umbc.edu/**

TURNAROUND, INC.: 24-hour hotline: 443.279.0379

HOPEWORKS: 24-hour hotline: 410.997.2272 or 1.800.752.0191

HOUSE OF RUTH: 24- hour hotline: 410.889.7884 or toll-free legal hotline 1.888.880.7884

BALTIMORE COUNTY DOMESTIC VIOLENCE REFERRAL PROGRAM: 24-hour hotline: 410.828.6390

FAMILY & CHILDREN'S SERVICES (Baltimore County): 410.281.1334

RAPE, ABUSE, AND INCEST NATIONAL NETWORK (RAINN) SEXUAL ASSAULT HOTLINE: 24-hour hotline: 1.800.656.4673, Online chat hotline at: https://ohl.rainn.org/online/

NATIONAL DOMESTIC VIOLENCE HOTLINE: 24-hour hotline: 1.800.799.7233, Online chat hotline at: www.thehotline.org/

NATIONAL TEEN DATING ABUSE HELPLINE: 24-hour hotline: 1.866.331.9474, Online chat hotline at: https://www.loveisrespect.org/

GLBT NATIONAL HELP CENTER: Hotline: 1.888.843.4564, Online chat hotline at: www.glbtnationalhelpcenter.org/chat/

MARYLAND COALITION AGAINST SEXUAL ASSAULT: 301.565.2277, online at: http://www.mcasa.org

FOREIGN-BORN INFORMATION AND REFERRAL NETWORK, INC.: 410.992.1923, online at: http://www.fironline.org

THE MARYLAND COLLABORATIVE: online at: http://collegeparentsmatter.org/sexual-assault.html

STALKING RESOURCE CENTER: online at: http://victimsofcrime.org/our-programs/stalking-resource-center